

SARA User Manual for EDvera

The Missouri Department of Higher Education and Workforce Development (DHEWD) uses a cloud-based workflow system called EDvera. You can access your institution's information from anywhere with an internet connection.

This guide will provide information on how to:

- Initial Access to the EDvera System
- Apply for initial approval as a SARA participating institution
- Apply for renewal of approval to participate in SARA

Initial Access to the EDvera System

1. Go to Missouri's EDvera login screen - <https://mo.edvera.com/>



2. If this is your first time accessing the system, you should be prompted to change the password to one of your own choosing when you open the institution's dashboard.

If you do not receive a prompt to change the password, click on the dropdown box next to your name on the far right side of the page. Select "Profile" and "Change Password."

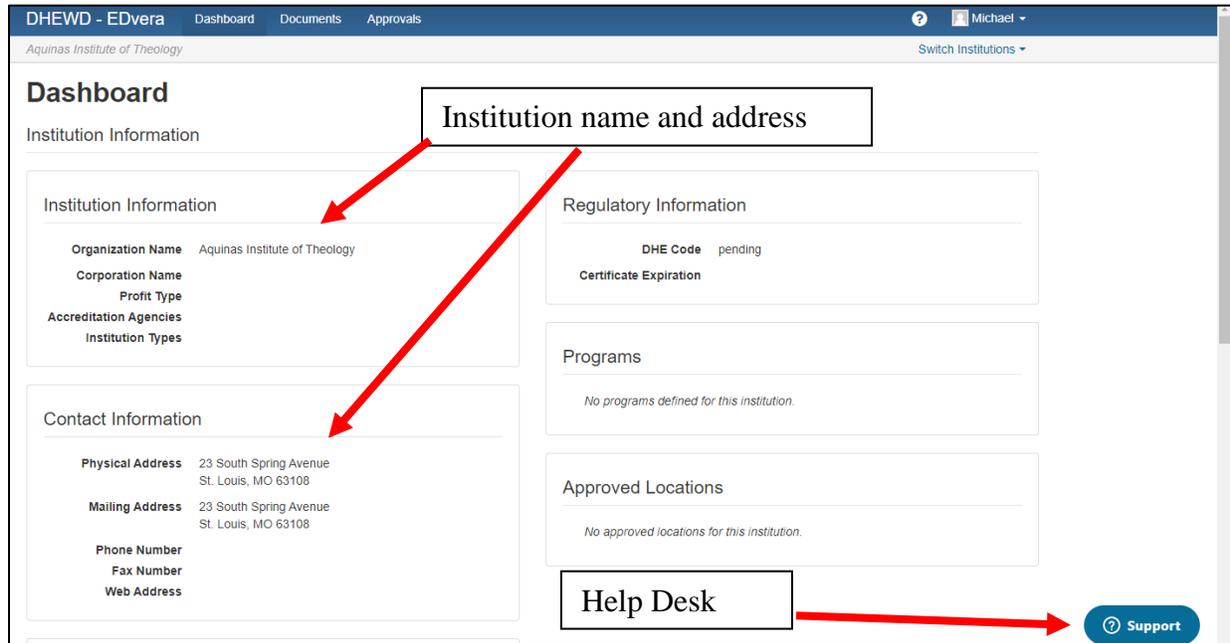


SARA User Manual for EDvera

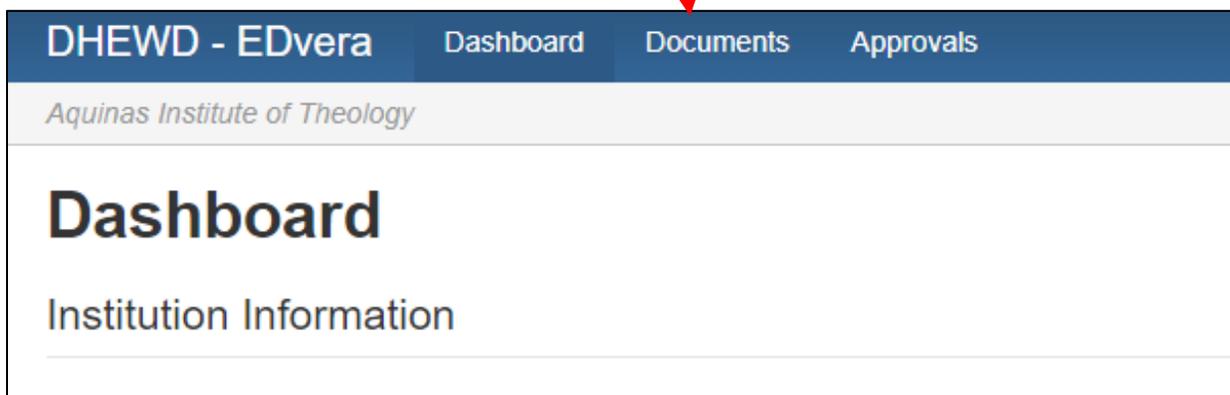
3. You can also Edit your personal profile information from the “Profile” link.

Apply for Initial Approval as a SARA Participating Institution

1. If you are not a certified proprietary school, which have additional information, your Dashboard will look something like this:

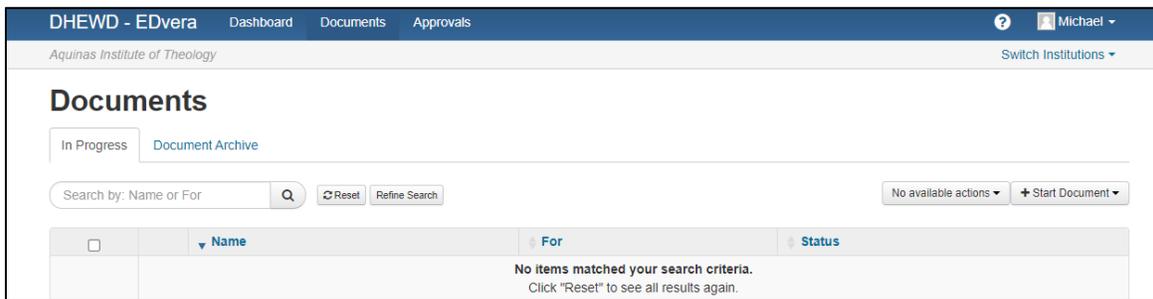


2. To start the application process, select the “Documents” tab at the top of the screen.

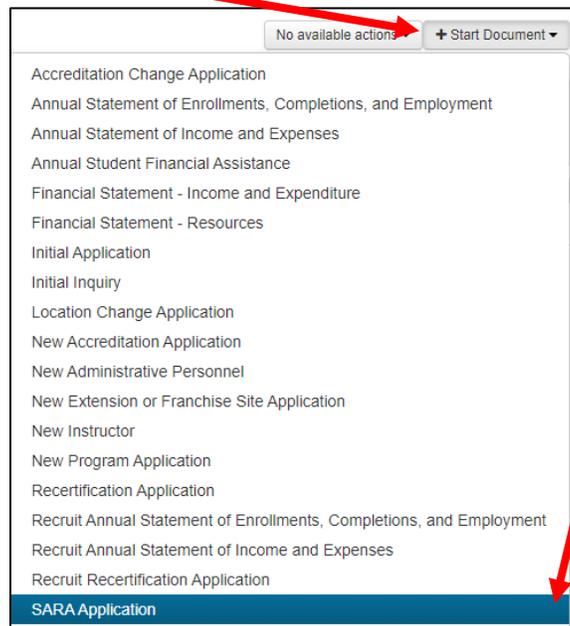


SARA User Manual for EDvera

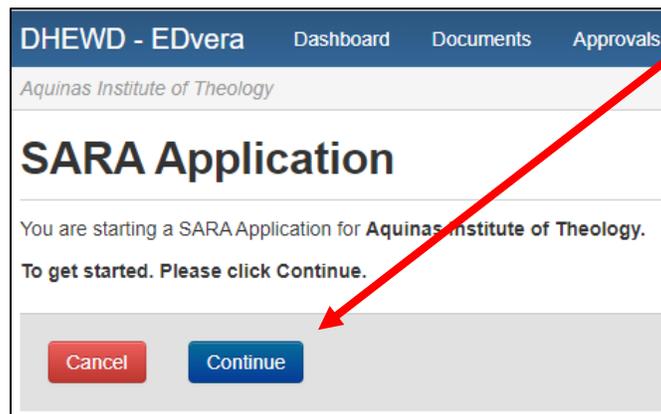
3. This will open a new screen where you will be able to view any documents “In Progress.” Completed documents will be stored in the “Document Archive.”



4. Click the “+Start Document” drop down box and select “SARA Application.”

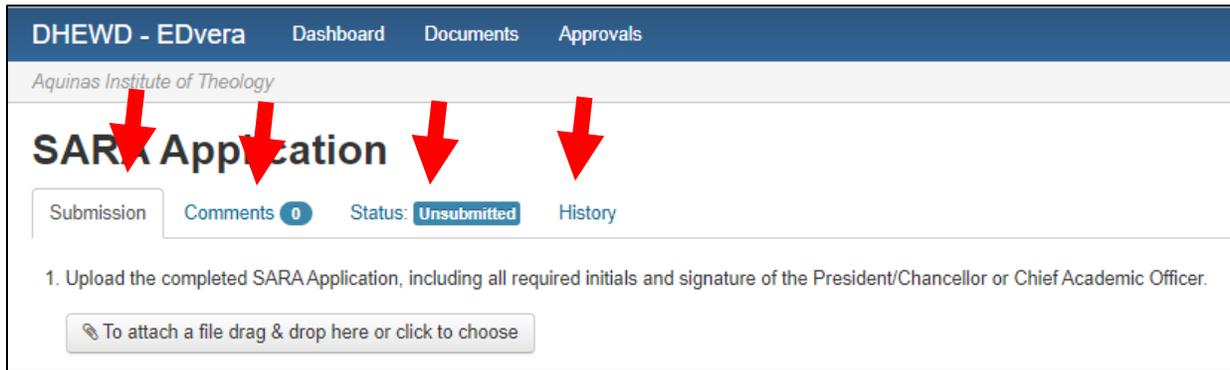


5. A verification page will open indicating the document selected. Click “Continue.”

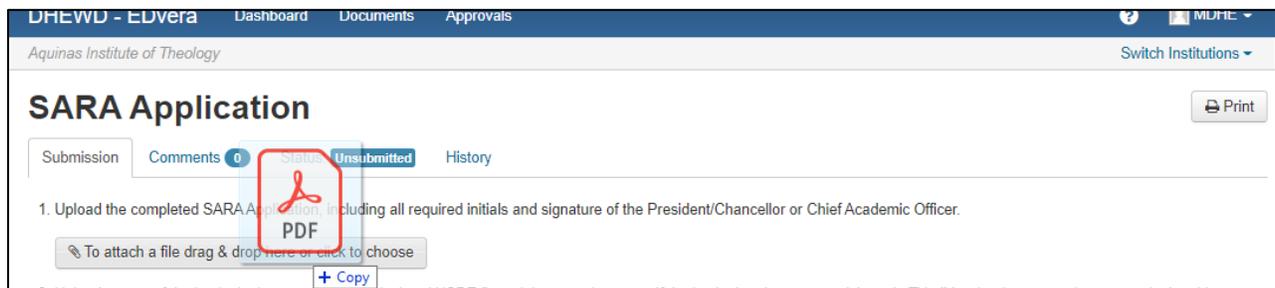


SARA User Manual for EDvera

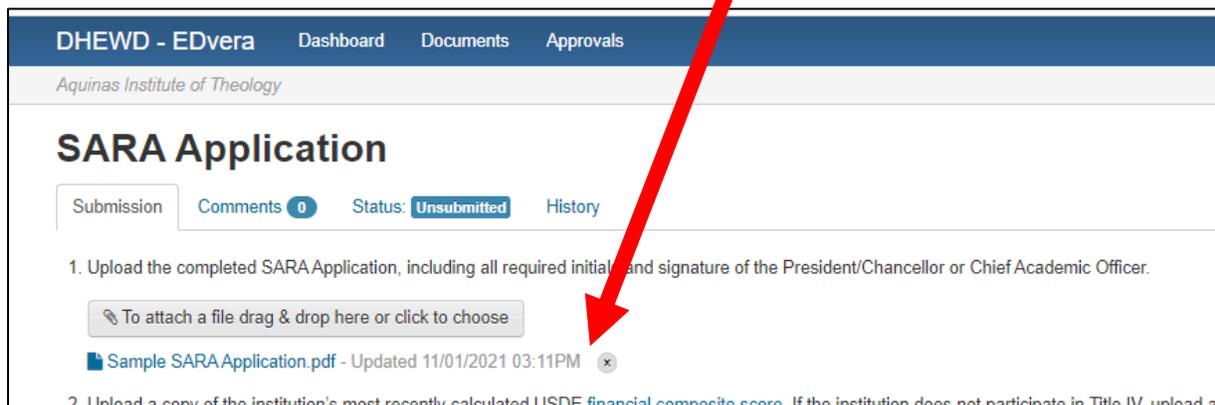
6. The SARA Application page will open. There are four tabs at the top of the form:
- Submission – upload documents and copy URLs for review
 - Comments – add questions and review comments from staff
 - Status – indicates where the document is in the review process
 - History – saved versions of the application at each status change



7. For Item 1, you may either drag the completed SARA application onto the box or you may click on the box “To attach a file drag & drop here or click to choose” and select the completed SARA application to add.

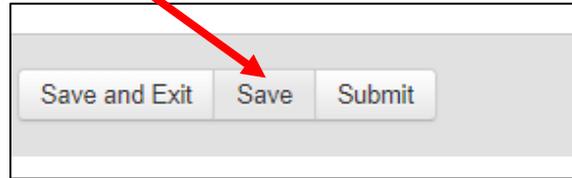


A successfully uploaded document will be seen on the Submission form:

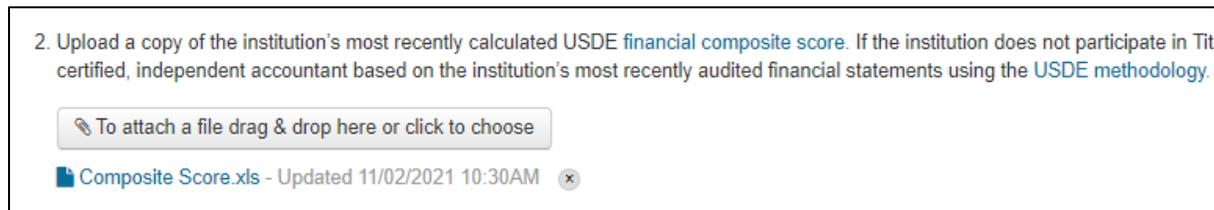


SARA User Manual for EDvera

Staff encourage users to go to the bottom of the page and click the “Save” button after each document or URL added to the Submission tab to ensure all work is saved in the event of technical issues.



8. For Item 2, repeat the actions for Item 1, but the document to be uploaded will be the school’s most recently calculated USDE financial composite score. Please note, if the institution participates in Title IV, schools upload a screen shot or the most recently uploaded score on the Federal Student Aid website (<https://studentaid.gov/data-center/school/composite-scores>).



In the event an institution’s score on the official website does not meet or exceed the minimum threshold to be deemed financially responsible, you may upload a recalculated score from the USDE (USDE letter or email) that uses more recent information from verified financial statements.

For non-Title IV institutions, the DHEWD will only accept a composite score calculated by an independent accountant using the [USDE methodology](#) based on the institution’s most recently audited financial statements.

9. For Item 3, you will copy and paste the URL to the school’s complaint policy that meets their requirements for students enrolled under SARA. In general, a compliant policy is:
 - a. Available on the institution’s website to current and potential SARA students
 - b. Identifies the process students enrolled under SARA should use when filing a complaint with the institution. The process should specify the method of filing the complaint (online through a portal, email, etc.) and to whom the complaint should be sent (can be a specific person, title-holder, or office).

SARA User Manual for EDvera

- c. In the event a student is dissatisfied with the resolution, the policy should provide students with a link to the [formal complaint process](#) to follow with the Missouri Department of Higher Education and Workforce Development.

3. Copy the URL of the institution's SARA complaint policy in the text box:

https://resources.finalsite.net/images/v1600457555/aiedu/xsjcf1wqkgujt6iwazl/202009-16AcademicHandbook_.pdf

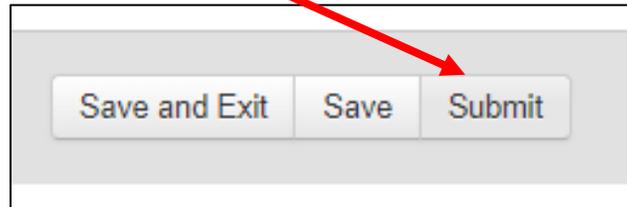
10. For Item 4, repeat the actions for Item 3, but the link will be to the school's professional licensure disclosures, if applicable.

Copy the URL of the institution's professional licensure disclosure page (if applicable):

<https://online.missouri.edu/about/licensure-and-disclosures>

11. For Item 5, institutions may upload any additional documentation to support the application by using the same process noted for Items 1 and 2.

12. When all necessary Items have been added/uploaded, first click "Save" then click the "Submit" button. This submits the document synchronously to DHEWD staff, who receive notification from the system.



The Status of the document should now read "Pending Payment."

A screenshot of the "SARA Application" page. The status is "Pending Payment". A red arrow points from the text above to the "Pending Payment" status.

SARA Application

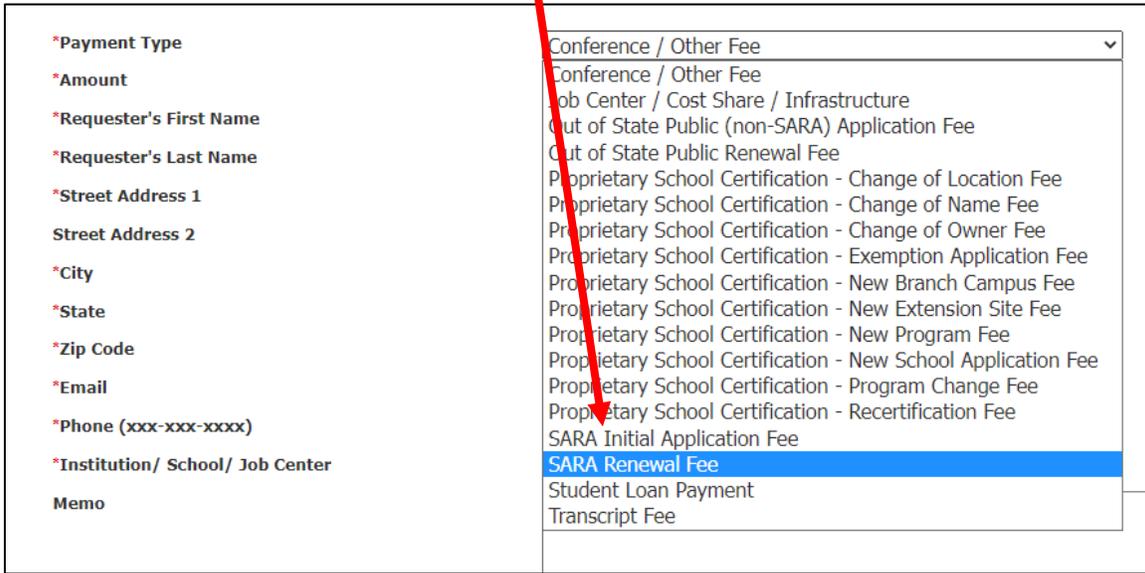
Submission Comments **0** Status: **Pending Payment** History

1. Upload the completed SARA Application, including all required initials and signature of the institution's president or chief executive officer.
[Sample SARA Application.pdf](#)
2. Upload a copy of the institution's most recently calculated USDE financial composite score, certified, independent accountant based on the institution's most recently audited financial statements.
[Composite Score.xls](#)

SARA User Manual for EDvera

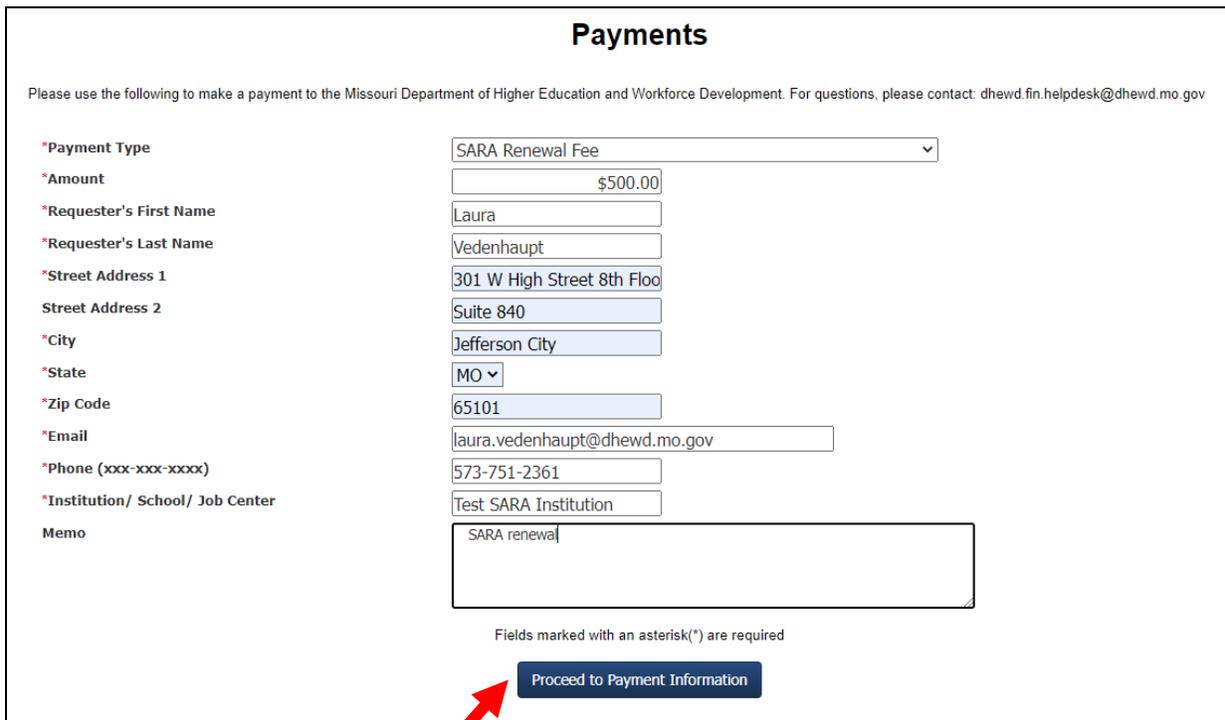
13.If the application is complete, DHEWD will send the primary SARA contact the URL to the Department’s new e-payment portal. No more checks!

From the dropdown menu, select the SARA Renewal Fee (or SARA Initial Application Fee):



The screenshot shows a form with a dropdown menu for "Payment Type". The dropdown is open, showing a list of options. "SARA Renewal Fee" is highlighted in blue. A red arrow points from the text above to this option. The form fields on the left are: *Payment Type, *Amount, *Requester's First Name, *Requester's Last Name, *Street Address 1, Street Address 2, *City, *State, *Zip Code, *Email, *Phone (xxx-xxx-xxxx), *Institution/ School/ Job Center, and Memo.

14.Complete the form information. Note the payment portal is separate from EDvera, so the “Responder’s” information may or may not be the primary or secondary SARA contact.



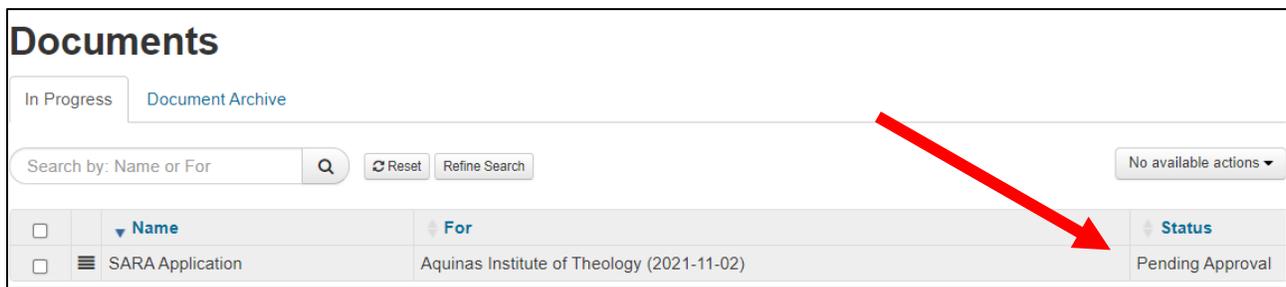
The screenshot shows the "Payments" form. The title is "Payments". Below the title is a note: "Please use the following to make a payment to the Missouri Department of Higher Education and Workforce Development. For questions, please contact: dhewd.fin.helpdesk@dhewd.mo.gov". The form fields are: *Payment Type (SARA Renewal Fee), *Amount (\$500.00), *Requester's First Name (Laura), *Requester's Last Name (Vedenhaupt), *Street Address 1 (301 W High Street 8th Floor), Street Address 2 (Suite 840), *City (Jefferson City), *State (MO), *Zip Code (65101), *Email (laura.vedenhaupt@dhewd.mo.gov), *Phone (xxx-xxx-xxxx) (573-751-2361), *Institution/ School/ Job Center (Test SARA Institution), and Memo (SARA renewal). Below the form is a note: "Fields marked with an asterisk(*) are required". At the bottom is a button labeled "Proceed to Payment Information". A red arrow points to this button.

SARA User Manual for EDvera

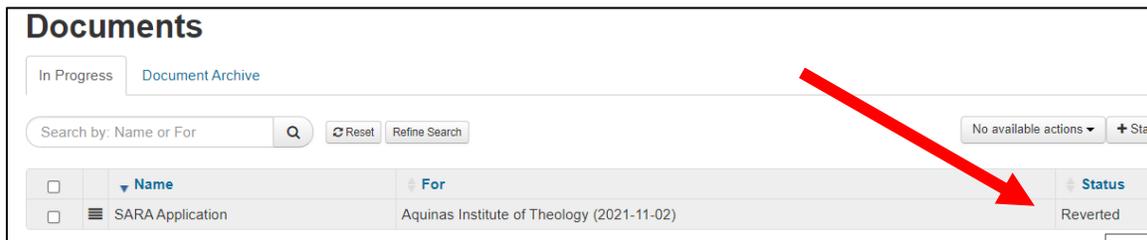
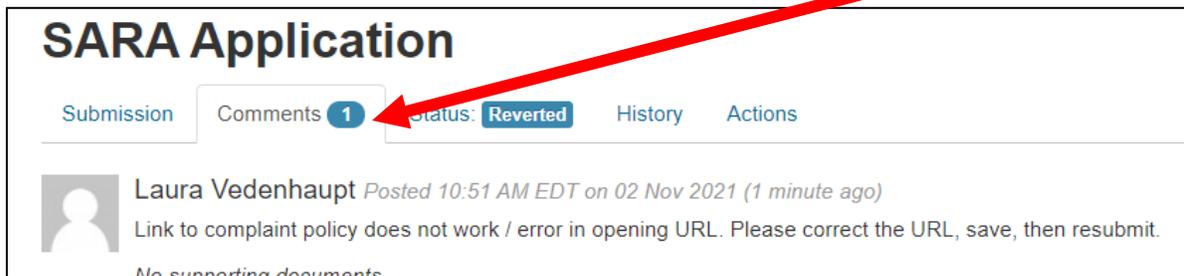
Click the “Proceed to Payment Information” button when done. The next screen will ask for credit card/e-check information. Complete all required fields and click submit to finalize payment.

15. Staff will review the SARA application and supporting documents after payment is received. Please allow 24 hours for the payment to post to our logs. Once payment is received, DHEWD will change the Status of the application from “Pending Payment” to “Pending Approval.”

You can check the status of your application by going to the Documents tab of your Dashboard:

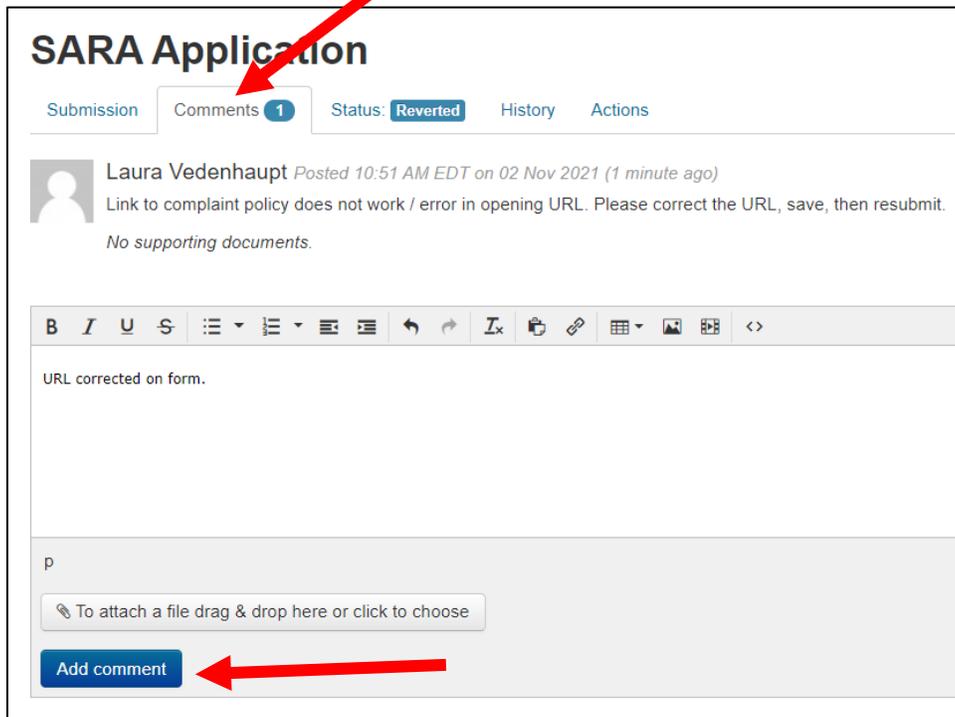


16. If there are any issues with the application, staff will identify the issues in the Comments section then Revert the document to the institution for correction/update

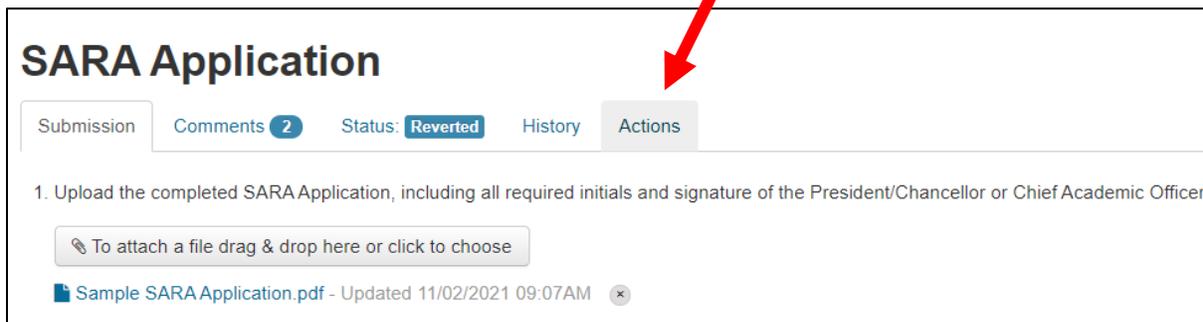


SARA User Manual for EDvera

17. To make corrections, open the document from the Documents tab. Upload corrected documents, links, or other documentation to support the application, then click “save” at the bottom of the page. Click on the “Comments” tab and provide a response in the text box then click “Add Comment.”

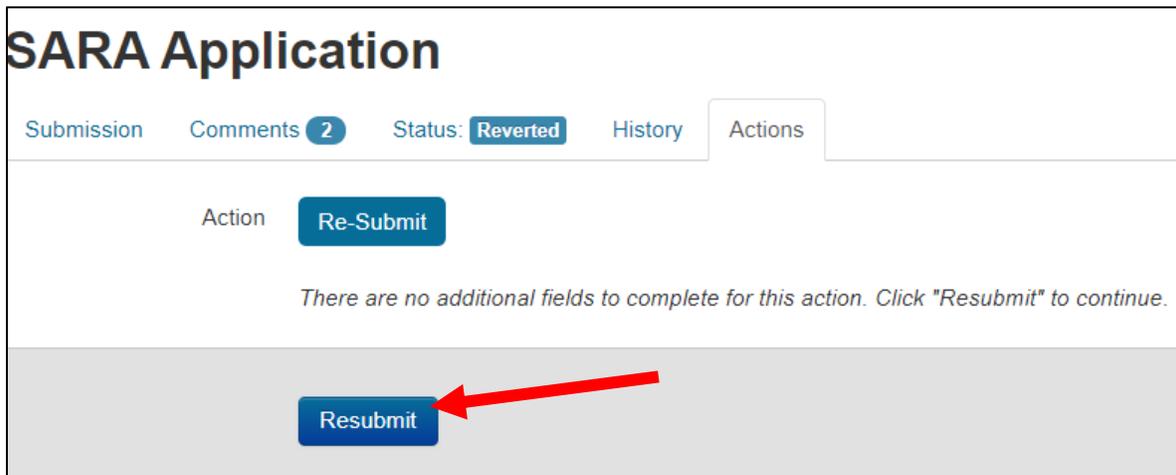


18. To resubmit the corrected document, click on the “Actions” tab that is now available at the top of the document.

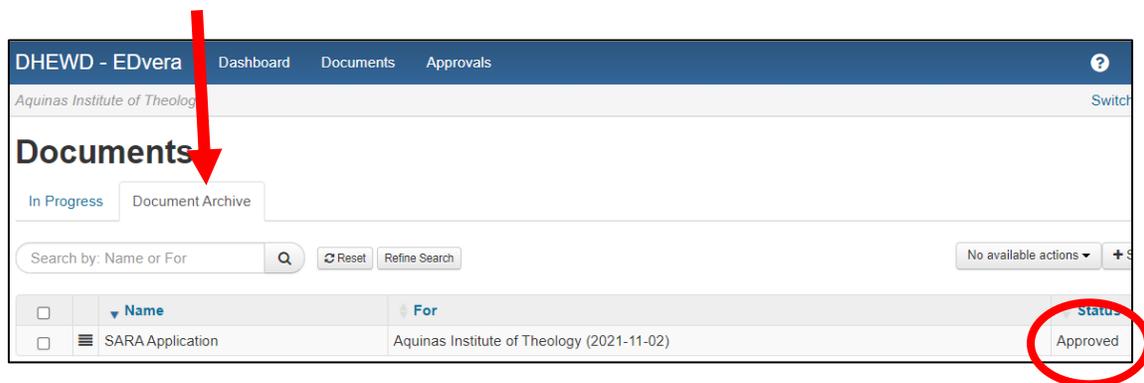


SARA User Manual for EDvera

19. Click “Re-Submit.”



20. After review and approval by DHEWD staff, the document will be placed into the “Document Archive” tab.



21. DHEWD will notify NC-SARA the institution is approved to participate in SARA. NC-SARA will then contact the institution via email with a link to that organization’s payment portal. Once that payment is received, the school will receive notification of renewal for another year.